

ASSISTANT DIRECTOR

General Summary

JOB OBJECTIVE:

Under the supervision of the Library Director, the Assistant Library Director serves as second-in-command of the Williamsburg Regional Library. The Assistant Library Director participates in preparing the annual Williamsburg Regional Library budget, is a member of the library's management team; and supervises a major library department.

Essential Functions and Responsibilities

Performs duties of director in director's absence at director's discretion, including public relations, personnel, and budget duties.

Supervises and evaluates the staff of a major library department.

Supervises and evaluates other library department heads as required by library organization chart.

Assists director and finance director in preparing the annual library budget.

Keeps abreast of advances in technology, and plans for applications to improve and enhance library services.

Prepares monthly, statistical, and special reports; collects and analyzes pertinent data.

Improves the quality of library services through individual and general staff development by attending relevant meetings, workshops, training sessions, and visiting other sites.

Participates in library-wide planning and decision making as a member of the library management team.

Performs other duties as required.

Knowledge, Skills, and Abilities

Ability to plan, organize and administer a department.

Comprehensive knowledge of the principles, practices, and techniques of library services and personnel management.

Desire and ability to serve the public with friendliness, tact, and diplomacy.

Excellent written and oral communication skills.

Ability to work well under pressure. Ability to delegate work effectively.

Ability to set own priorities for work to be done, and meet deadlines.

Ability to establish and maintain effective working relationships with staff members, vendors, technicians, government officials and staff, and the general public.

Physical and Mental Requirements

Administers work typically sitting in an office and standing at a public service desk, with occasional walking, light lifting and other limited physical activities. Frequent sustained operation of office equipment is required.

Regular contact is made with staff members, vendors, technicians, government officials and staff, and the general public. The job occurs in the library buildings.

Tools and Equipment Used

Computer and other office equipment as required.

Education, Experience, and Training

MINIMUM QUALIFICATIONS:

Master of Library Science degree from ALA-accredited library school. Minimum of three years of library experience. Supervisory experience at a departmental level required.

Additional Qualifications

NECESSARY SPECIAL QUALIFICATIONS:

Requires the ability to travel among various library sites.

Position Hours

WORK SCHEDULE:

Full-time, exempt position; 40 hours per week; includes some evenings and weekends.

Reports to

Accountability: Reports to the Library Director.

General Summary

JOB OBJECTIVE: The Assistant Library Director supervises the daily operations of reference and adult services and technical services staff. Directs the library in the absence of the Library Director. Participates in the formulation of library policies and procedures and in the selection and evaluation of library staff. Significant interaction with the public.

Essential Functions and Responsibilities

Duties and Responsibilities: The following functions are considered essential for this position:

- Plan and implement Outreach Service connecting Goffstown Public Library with the community.
 - Supervise and participate in all aspects of Adult Services, including Reference, Circulation, and Technical Services.
 - Assist in planning and implementation of adult programming.
 - Participate in collection development and materials selection, including periodicals and serials.
 - Help to develop policies and procedures for improved library services.
 - Help to select and evaluate staff members, develop staff schedules.
 - Coordinate and help develop library's presence on the Internet.
 - Use current technologies in support of information services, including but not limited to database searching, Internet and CD-ROM. Instructs other staff members in the proper use of such resources.
 - Attends professional meetings at the discretion of the Library Director.
 - Performs other related duties as assigned.
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Physical and Mental Requirements

Job requires some lifting, frequent walking and stair climbing, along with the ability to climb on stools and ladders to retrieve materials on high shelves. Ability to listen, understand, and interpret patron and staff requests and questions critical. Self motivation, a professional attitude, and a sense of commitment are necessary. Ability to work with the public.

Tools and Equipment Used

Equipment Used: Computer terminals/keyboards, microcomputers and peripherals, typewriters, laser scanners, photocopiers, calculators, facsimile machine, and small hand tools.

Work Environment

Environment: Inside 99% (indoors) Outside: 1% (outdoors)

Normal hours of duty: As scheduled, regularly including one or two evenings per week and Saturdays in a rotation.

Education, Experience, and Training

VOCATIONAL PREPARATION REQUIREMENTS

M.L.S. or equivalent graduate degree from an institution accredited by the American Library Association. Minimum of three years progressive professional experience required including at least 1-2 years in a supervisory capacity. Good communication skills, computer literacy and knowledge of reference tools and searching techniques are necessary.

Brumley, Rebecca. *Neal-Schuman Directory of Public Library Job Descriptions*. New York: Neal-Schuman Publishers, 2005.